

TOWN OF COVENTRY HOUSING AUTHORITY
ANNUAL MEETING MINUTES
MAY 18, 2016

1. ROLL CALL

The Coventry Housing Authority board met in regular monthly session on Wednesday, May 18, 2016 in the Community Room at Knotty Oak Village. The meeting was called to order at 4:30 p.m. by the Chairman, Robert DiPadua and the following commissioners were present: Scott Duckworth, Rosalie Jalbert, R. David Jervis and Rebecca Parenteau. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

2. ELECTION OF OFFICERS

Vice Chairman Jervis nominated Robert DiPadua for Chairman. The nomination was seconded by Commissioner Duckworth. There being no other nominations, nomination carried with all in favor.

Chairman DiPadua nominated David Jervis for Vice Chairman. The nomination was seconded by Commissioner Duckworth. There being no other nominations, nomination carried with all in favor.

3. APPROVAL OF MINUTES

Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to approve the minutes as presented. Motion carried with all in favor.

4. APPROVAL OF TREASURER'S REPORT

Motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to approve the Treasurer's Report as presented. Motion carried with all in favor.

YTD Financials: 03/31/16

In Public Housing, the first quarter is holding well with reserves remaining steady at 44%, receipts are down 2% for the quarter with rentals coming in at 98% of budget and Operating Subsidy at 97% of budget.

Section 8 Program - Voucher lease-ups through the first quarter were at 96% and are at 100% as of April 1st. The forecast of voucher issuance will put the Authority at 100% for the remainder of the year; earning 100% of the 80% appropriated/eligible admin fee. The program is earning \$10,000 more in net income than anticipated for the first quarter.

The Management Program also ended the first quarter in the positive with a net income of \$1100 greater than budgeted.

Director Leddy recommends the continued delay of the allocated 1% salary increase until the end of the second quarter.

COVENTRY HOUSING AUTHORITY

5/18/2016

PAGE 2

5. DIRECTOR'S REPORT

Pending:

Upgrade to Surveillance Equipment - No changes to report

State-Wide Centralized Wait List

5 proposals have been received in response to the RFP; two of which were not in the competitive range. Interviews have been set up for June 1st and 2nd with the remaining three.

Director Leddy has finalized and submitted the CDBG application to fund the development of the database and will make a report to the Town Council at the May 9, 2016 meeting. Discussion was held about the CHA waiting list. Commissioner Jervis said that he would like to better understand the waiting list process. The Director explained the various lists and how they work.

NAHRO Awards of Merit - No changes to report

CDBG Application 2016

Applications have been submitted to this year's round of funding for \$54,000 for replacement of roofs at NRT. There are four buildings left to do and CDBG will fund the costs for two and two will be funded through the Capital Fund Program. The second application is for the \$50,000 to build the centralized wait list database, train and market. The award of funding is not anticipated until year end.

General

The first Older Americans celebration was held on Tuesday, May 10 at Knotty Oak Village. There were 48 residents in attendance with special recognition of the 90+ year olds. Ten of the fourteen 90+ year olds were able to attend, as well as one 100 year old. A light lunch was served as well as a slide show of resident's youth pictures, a Charlie Chaplin silent movie and music from the Big Band era. Another celebration was held at North Road Terrace on May 17th.

The staff had a fantastic visit to the recycling center on May 11; every employee learned something new! The recycling staff will be attending the June Coffee Ans' and the 12-minute recycling video will be played.

The new HQS inspector began services May 1st and HCV staff is being trained on the inspection software on May 12 (in-house). Notification of change in vendors was made to participants and

landlords.

The Maintenance staff has been assigned properties for the next quarter which should increase efficiencies in time, inventories and attention to detail.

COVENTRY HOUSING AUTHORITY 5/18/2016

PAGE 3

Coventry hosted the NERC Sub-Committee, Marketing and Public Relations group on May 5 to address the tasks of the Committee in relation to the Strategic Plan. They have developed a survey to send out. The NERC April, 2016 Journal is included in the meeting packet.

Director Leddy is also on the NERC Scholarship committee. Three scholarships will be awarded; two to residents of a Housing Authority and one to a staff person or a family member.

RI Housing will be performing their annual inspections on June 15th and 16th at The Crossroads and Coventry Meadows. This inspection involves both physical inspection and tenant file.

Thank you notes were received from residents for the birthday celebrations and from Deirdre for allowing her to go to the RSC

Conference.

Commissioner Jervis asked if one of the 100 year olds living at the Authority has the cane.

Chairman DiPadua requested that the Director send him information about the oldest tenants and he will bring up discussion with the town.

Vacancies (as of 4/30)

Public Housing 2

Management Portfolio 1

A. Maintenance Report

All lawn equipment has been serviced and summer work has begun. The contractor has inspected all roofs at KOV and will submit a complete report on the status of the roofs.

B. Public Housing Report

98% occupied with rental and subsidies where they should be.

C. HCV Leasing Report

April was at 277; as of May up to 280. Occupancy rate will go up to 100%.

D. Management Portfolio Report

quiet at this point

E. Resident Service Coordinator Report - No Report

F. Family Self-Sufficiency Report

The Food on the Move program continues to be successful. A SNAP representative was on site this month to qualify residents for food stamps.

The second quarter FSS PCC meeting was held. All members are willing to participate in the free summer food program and will speak to children during lunch. Last year, the program was held three days per week; the staff would like to do four days a week this year.

COVENTRY HOUSING AUTHORITY 5/18/2016

PAGE 4

The 2016 FSS NOFA for coordinator funding has been submitted to HUD. The May workshop will be on Homeownership.

6. CORRESPONDENCE

2015 SEMAP Rating for Section 8 Program. CHA score was 96% which designates High Performer status. Points were lost due to lease up rate, which was at 97%.

Dept. of Elderly Affairs; Grant Notification - CHA was not selected for

funding

7. OPEN DISCUSSION

Commissioner Jalbert stated that she received another notification about certification for commissioners. There will be a class about Ethics For Commissioners held in Warwick on June 11th. Director Leddy asked if she would like to sign up for this class. Commissioner Jalbert said that she feels that all of the board should attend. She said she read on NAHRO that it's .65 units to get certification, but according to the article she read, she should already have her certification because she has been attending conferences and concurrent sessions.

Commissioner Duckworth asked if this class was mandatory and Commissioner Jalbert said that it is not, but NAHRO is going to make it mandatory within a year. Director Leddy stated that this would have to be a law and NAHRO can propose a law, however they can't make laws.

Attorney Capaldi stated if the state law changed, it could be a mandatory law, where towns have to require that commissioners be certified. Commissioner Jalbert said that she thought it was a good idea and would prevent.....Attorney Capaldi said that commissioners are volunteers and as volunteers they may not want to take the time to attend classes. Commissioner Jalbert stated that she feels if someone wants to be a commissioner, they should want to know as much as they can in order to do the job to the best of their ability.

Director Leddy explained that there are two, one-day classes that NAHRO puts out for commissioners. After the two classes are taken, NAHRO considers commissioners certified, but it is a NAHRO certification.

Commissioner Duckworth questioned Commissioner Jalbert on her statement about what going to one of these classes would prevent and she responded that at the last conference they were looking at having people on the board in five areas that would include backgrounds in finance and construction as well as a resident. Commissioner Jalbert said that she felt it would prevent someone just being put on the board as a political appointment and not caring what happens. Commissioner Duckworth stated that the ethics class wouldn't do anything about that, the Town Council does that. Attorney Capaldi said that in the thirty plus years he has been here, he has found that the people the town has selected have always been admirable and they worked for the benefit of this Housing Authority. Commissioner Duckworth said that it is good to have someone on the board with a financial background and someone with a construction background. He said that the Town did that when he was appointed to the position on the board because he was grilled about his background and knowledge of finances and construction and he was put on the board because of his background in these areas. He stated that he feels going to the class isn't going to accomplish this and that he also feels that the Town is not going to put people on the board that make them or the Director look bad. Commissioner Jalbert said that, at the conferences they are also encouraged to invite

members of the Town Council to attend board meetings.

COVENTRY HOUSING AUTHORITY

5/18/2016

PAGE 5

Commissioner Jalbert brought up discussion about two sided printing of the board packet as some people don't like it and asked if money was being saved. There are savings on both paper and postage.

8. ADJOURNMENT

There being no further business to discuss, motion was made by Commissioner Duckworth and seconded by Commissioner Jervis to adjourn at 5:30 p.m. Motion carried with all in favor.

Gail T. Woodward

Recording Secretary

6/3/2016